



FIELD HOCKEY
CANADA
MASTERS

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HANDBOOK FOR AGE GROUP COORDINATORS AND LEADS

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Organization Chart

AGE GROUP COORDINATORS

Masters Age Group Coordinators (“**AGC’s**”) are appointed by the Masters Committee to coordinate the development, selection and management of a masters team prior to an event, such as a tournament. After the team has been selected, a team manager will be appointed or confirmed, and generally the work of the **AGC** will begin to transition to the team manager. Most World Masters Hockey events require a non-playing manager, so if the **AGC** is an athlete on the team, his or her role as **AGC** will minimize at the time of the event. There will also be post-event matters for **AGC’s** to address.

The **AGC’s** will work with their respective Sub-Committee, **Leads** and FHC staff. This Handbook is designed to help **AGC’s** in working with those groups.

LEADS

Leads are appointed by the Sub-Committees to be the primary point of contact with FHC staff. The **Leads** are the liaisons between the various **AGC’s** and FHC staff. The intent is to consolidate and streamline communications between the various **AGC’s** and FHC Staff, while working effectively and successfully together. A **Lead** may also be an **AGC** for a team.

Leads are appointed in the following categories:

- Clothing – men’s
- Clothing – women’s
- Indoor – men’s
- Indoor – women’s
- Outdoor – men’s
- Outdoor – women’s

Arranging clothing (including uniforms) has some complexities, so clothing **Leads** are to be separately appointed. The **Leads** appointed in the other categories are responsible for all matters other than clothing. These categories for **Leads** is, of course, subject to change.

This Handbook is designed to help the **Leads** to be effective liaisons and to understand the role of FHC staff in supporting the Masters Program.

FHC STAFF

The FHC staff primary point of contact for Leads is the **Administrator**. The Administrator may arrange for other FHC staff to communicate directly with the **Leads**.

Both **AGC’s** and **Leads** are essential to ensure consistent processes and expectations across the Masters’ Program while acknowledging that there may be some operational differences between masters teams for indoor and outdoor events, women’s and men’s teams and various masters age groups. FHC is committed to supporting the needs of each team to achieve success within the staffing limitations available.

MICROSOFT TEAMS (TEAMS)

FHC, including the Masters Program, uses Microsoft TEAMS as a document and communication platform. This is important to ensure historical data is retained by FHC given that committee volunteers may change from time to time.

MS TEAMS is used to file and locate documents, including meeting minutes, policies, committee terms of reference, templates, agreements and other documents relating to the Masters Program. It is also used to create video meetings and chat groups. **AGC's** should ask the **Administrator** to be added to the MS TEAMS platform. Once added, **AGC's** will have access to the Masters "Team" (a team is like a filing cabinet which contains all relevant information) and the associated "channels" (a channel is like a specific drawer in a filing cabinet and relates to a specific topic), and the documents within the channel.

FHC has two teams dedicated to Masters Hockey. One is 'FHC Masters Committee', for use by the committee members. The other, 'Masters Hockey – AGC's' will be accessible to all AGC's. All files and information **AGC's** require should be accessible in this team.

TEAM FORMATION - CONDITIONAL

A prospective **AGC** should submit a conditional team formation request to the Masters Committee. The information to include in a team formation request is set out in the Masters [Team Formation Policy](#)

If the Masters Committee conditionally approves a team request, the **AGC** will also be appointed for the approved team. An application for final approval of a team by the Masters Committee can be made after athlete selection.

EXPRESSIONS OF INTEREST (EOI's):

In accordance with the recruitment plan submitted with a Masters conditional team formation request, once the formation of a team is conditionally approved, **AGC's** should work with their respective Sub-Committee to prepare a solicitation for expressions of interest. EOI's are administered through F-RED (see below) so a description for each package is required.

Separate EOI packages should be prepared for athletes and coaches.

F-RED – (Field Hockey Canada Registration and Event Database)

F-RED is Field Hockey Canada's registration and event database system. This platform allows FHC participants to register and pay for programs, clinics, camps, and events.

Accounts are created in F-RED for specific elements such as a team's registration, a clothing order or for a tour. These accounts are referred to as 'packages' by FHC staff.

All prospective athletes and coaches must be registered in F-RED and have completed all required elements of the registration. Coaches are required to submit a criminal record check and proof of Safe Sport training. Athletes are required to confirm their current affiliation with both their Provincial Association and FHC.

All registrations for camps and tournaments (local, domestic, or abroad) must be submitted using F-RED.

All clothing order payments must be submitted using F-RED.

All payments must be submitted through F-RED. No external bank accounts should be created. Cash/e-Transfer transactions are prohibited. Any refunds processed through F-RED are subject to a \$25 administrative charge.

For more information on F-RED, refer to <https://fieldhockey.ca/f-red/>

PLAN AND BUDGET:

An **AGC** should submit a team plan and budget to the relevant Sub-Committee for its review as soon as practicable after a team formation request has been conditionally approved. Once the Sub-Committee has approved the plan and budget, they should be provided to the FHC **Administrator**.

All masters team programs are fully costed and include fees for the various management positions as well as a cost per athlete to cover the administrative costs of the professional staff at FHC running the program.

All anticipated training sessions, tournaments and other events should be included in the plan and budget. Revisions to the plan and budget are to be anticipated as the team preparation develops; however, any material changes to the plan or budget should be communicated to the relevant Sub-Committee and FHC **Administrator**.

A Planner Template is available in TEAMS: [Masters Projected Budget Template_this is one which must be used and submitted to MC.xlsx](#)

COACHES:

After a coach for a team has been appointed by the Masters Committee and their eligibility is confirmed by FHC staff, the **AGC** should ask the **Administrator** to prepare a coach's contract and forward it to the coach for signature (for reference, the form of coach's contract is available in TEAMS).

The **AGC** should also ensure that the coach submits confirmation of all documentary requirements through F-RED (as noted above):

- Contract
- Code of Conduct
- Criminal Record Check (CRC)
- Coaching Association of Canada (CAC) Safe Sport training module

An assistant coach may also be appointed and may also fulfill the role of tour manager.

CAMPS (Training & Selection):

AGC's should consult with coaches to determine dates and times for training and selections camps, and prepare a budget for all camps. Once facilities are booked, the **AGC's** should provide a description of camp details in the F-RED package, including all required forms, then advise athletes and coaches of the need to register their attendance in F-RED no less than two weeks before the date of the camp.

FACILITIES:

AGC's should advise the relevant **Lead** of field or indoor facility requirements. The **Lead** should then contact the FHC **Administrator** to arrange for booking. All facilities are booked and paid by FHC, and contracts must be in FHC's name for insurance purposes. No direct contact or bookings with a facility is permitted. Lead time for field bookings is at least 1-month prior to the event date. The **AGC** should confirm that team funds are sufficient to pay for all facility bookings. When there are multiple teams requiring facilities, it may be efficient to book at the same facility if possible. This minimizes the time involved in sourcing facilities and makes equipment logistics easier. It also provides an opportunity for athletes on different teams to interact and build relationships.

Facility costs and cancellation policies vary and are subject to change, season to season. Under some circumstances, there are no cancellations or refunds permitted. The **Lead** should advise the **AGC's** of the relevant cancellation policy.

EQUIPMENT:

AGC's should advise the relevant **Lead** of their team's equipment needs. The **Lead** should consider how the various teams' equipment requirements can be most efficiently met, then contact the FHC **Administrator** at least one-month prior to event date to arrange equipment, specifying the amounts required.

- Balls – to be counted out and counted back in.
- Cones – to be counted prior and after use.
- Pinnies – must be *Indian Maharajah* brand in keeping with FHC's corporate sponsorship agreement.

It is the **Lead's** responsibility to arrange for the pick- up and return of all equipment. The relevant team will be charged a replacement cost for any missing or damaged equipment.

ATHLETIC THERAPISTS:

An athletic therapist ("AT") is expected to be in on site at all Masters training and tour events. The relevant **Lead** should contact the **Administrator** to secure a vetted AT for the event, including a tournament. This centralized process is to ensure we uphold a standard of care and due diligence when we have practitioners working with our FHC athletes, and that the AT fees are consistent.

All AT costs will be charged to the relevant team and all AT invoices should be submitted to the FHC **Administrator** to arrange payment.

ATHLETE SELECTION and FINAL TEAM APPROVAL

The athlete selectors include the team's coach, any assistant coach, and any other selectors that are appointed by the Masters Committee for a team. Once the selectors identify the athletes for their team (travelling and reserves), the **AGC** should forward those names to the FHC **Administrator** for eligibility confirmation, including Provincial Association and FHC affiliation. After eligibility confirmation, the **AGC** should prepare an application for final team approval to be submitted to the Masters Committee, as set out in the [Team Formation Policy](#), which includes the names and birthdates of the selected athletes, coach(es), any manager then being proposed, and addressing the viability and compatibility issues set out in the policy.

After the Masters Committee provides final team approval, the coach should contact all trialing athletes to advise of the selection decisions.

Once the coach has contacted all the trialing athletes, the **AGC** should arrange for the selected athletes to pay their deposits, in accordance with the budget, in F-RED. Before doing so, the athletes should be instructed to download and sign the FHC Masters Athlete Agreement: <https://fieldhockey.ca/wp-content/uploads/2023/07/Masters-Athlete-Selection-Policy-.pdf> The signed Masters Athlete Agreement should then be uploaded when prompted in F-RED.

The Administrator will prepare a confirmation letter for each finalized Masters teams, listing the selected athletes. Individual confirmation letters can be arranged if necessary and required for athletes.

MANAGERS

After athlete selection has been made, **AGC's**, in consultation with the coach, should recruit non-playing team managers and submit their names and qualifications to the Masters Committee for approval and FHC eligibility confirmation. Once the manager is approved and their eligibility confirmed, the **AGC** should ask the **Administrator** to prepare a Manager's Contract (for reference, the form of Manager's contract is available in TEAMS).

The **AGC** should also ensure that the manager submits confirmation of documentary requirements through F-RED:

- Code of Conduct
- Criminal Record Check
- Safe Sport Module
- Manager contract

For World Masters Hockey events, **AGC's** should ensure the Manager reviews the World Masters Hockey, "[Guidelines for Team Managers](https://worldmastershockey.org/wmhdocuments/wmh-guidelinestms)": <https://worldmastershockey.org/wmhdocuments/wmh-guidelinestms>.

REGISTRATION WITH WORLD MASTERS HOCKEY

AGC's ensure that registration deadlines, including payment deadlines, are noted in their planners. **AGC's** should work with their respective Sub-Committees to arrange for registration of their team for WMH events on or before the registration deadline dates set by WMH. The relevant **Lead** should contact the FHC **Administrator** to arrange for payment by FHC for all WMH registrations on or before the WMH payment deadline.

TRAVEL AND ACCOMODATIONS

AGC's should investigate travel and accommodation options for events early in their planning. As tours are self-funded, travel and accommodation can be arranged by individual athletes and coaches; however, economies of scale can reduce costs, and athletes, coaches and managers should be strongly encouraged to stay together on tours. Tournament organizers often make recommendations for accommodation or arrange tournament rates with selected venues.

FHC has a corporate agreement with [Boulevard Travel](#). Use of their services is optional, but they are available to support the Masters program in the following ways:

- 24 on call service and help...
- group fares to secure lowest prices early
- support in routes / seats / baggage
- immediate service and support

Boulevard Travel charges about \$60 per booking per person (*subject to change*).

CLOTHING:

Numerous issues may arise with respect to uniforms and other clothing. The **Clothing Leads** should contact the FHC **Administrator** to discuss clothing issues as early in the planning as reasonably possible, and at least three months before any required delivery date.

FHC contracts with authorized clothing suppliers. **The Indian Maharadja** (“IM”) is currently FHC’s exclusive Canadian Partner for clothing. Athletes are expected to wear IM gear during training and tour events (on and off the field) so consideration should be taken when ordering clothing apparel as athletes will be representing Canada on a world stage.

No social media should be created when the team is not fully in IM clothing.

The FHC IM shop displays available items: <https://www.indianmaharadja.ca/online-store/TEAMWEAR-WOMEN-c141411328>

There are some standard IM clothing packages, which may include the following:

1. Match Kit
2. Travel Kit
3. Training Kit
4. Goalie Kit

Some individual items may be available, but this will depend on availability and logistics. It may also be possible to allow athletes to re-use IM clothing from previous teams.

Every IM Kit and every individual item requires separate packages in F-RED and they are labour intensive to create and manage. The number of allowable packages will be kept to a minimum and be at the discretion of FHC.

The **AGC’s** and clothing **Leads** will need to ensure that all uniforms comply with FHC’s Uniform Policy (<https://fieldhockey.ca/wp-content/uploads/2023/11/FHC-UniformPolicy.pdf>), and the various WMH requirements: <https://worldmastershockey.org/wmhddocuments/>

EXPENSE REPORTS:

AGC’s, Leads, Coaches, Managers and other staff on Masters teams are expected to complete a FHC Expense Report for reimbursement of reimbursable expenses relating to Masters teams. Receipts in PDF format must accompany the expense report. The relevant **Lead** should review all expense reports and submit approved reports to the FHC Administrator.

Coach, Staff & Tour Manager Expense Reports are available in TEAMS –

[FHC COACH Expense template.xlsx](#)

[FHC TOUR MANAGER Expense Form.xlsx](#)

TOUR GIFTS:

The use of Field Hockey Canada’s logo is prohibited without prior consent.

The **AGC’s** and Managers should consider bringing tour gifts for opposition teams and individuals who assist a Masters team while on tour.

FHC has the following FHC promo items available for tour gift exchanges:



Pennant and Pin pricing available upon request.

REVISIONS TO THIS HANDBOOK

FHC's Masters Program is growing and evolving as new opportunities and challenges emerge. Many of the procedures and policies may be revised as the program develops and learns from the experience of planning masters events. This Handbook will continue to be revised to reflect improvements in supporting Canadian masters hockey and best practices, and input from **AGC's** and **Leads** will help to create that improvement. Please advise your Sub-Committee of any recommendations you may have!

USEFUL LINKS:

Field Hockey Canada: <https://fieldhockey.ca/field-hockey-canada-masters-governance/>

Canada Masters Field Hockey: <https://mastersfieldhockey.ca/>

World Masters Field Hockey: <https://worldmastershockey.org/>

Microsoft TEAMS:

<https://canadafieldhockey.sharepoint.com/:f:/s/masters/EopunZf1nJBFm6uZkkn9hkABgNWARsckFAaT-4krtiMf7A?e=2UKQaf>

FHC Policies: <https://fieldhockey.ca/about-us/governance/policies/>

F-RED Registrations: <https://www.rampregistrations.com/login?v3=084b3268>

Criminal Record Checks: <https://www.rcmp-grc.gc.ca/en/types-criminal-background-checks>

FHC Masters email address - masterscommittee@fieldhockey.ca